

Information for authors

Submitted manuscripts are delivered to reviewers for further evaluation, provided that: (a) they have never been published before, (b) they have not been submitted to any other editorial board, (c) the author's mother institution approved their future publication in the *Report*. Articles published in our yearbook represent the author/authors' individual views and should not be considered as if they had been created with the purpose to reflect the opinion of the Editorial Board or the publisher.

Editorial Board of the *Report* shows interest in publishing articles which include: (a) all issues concerning the archaeological rescue research and exploration works undertaken in the territory of Poland as well as within the sites located in the Central and South-East Europe countries, regardless of the age and period of the surveyed relics and monuments, (b) thoughtful observations considering all methods of investigation, excavation, analysis and interpretation of archaeological monuments, associated with the rescue archaeology, (c) issues connected with the professional practice of an archaeologist and the position of an archaeologist in the society, (d) review of books, discussions, critical opinions and the chronicles of events connected with the rescue archaeology.

Submission guidelines

Authors are requested to submit text and illustrations in separate files. Microsoft Word is the preferred text format (Times New Roman regular font, size 12, space 1,5). Do not underline, bold, or use footnotes.

Additionally, please do not insert images or tables into the text. All figures (drawings, pictures, charts, maps, etc.) should be submitted in separate high resolution JPG or TIF image format files. The resolution should not be lower than 300 dpi, characterized by the image proportion of 125 mm (width) – 170 mm (height). Illustrations should be numbered under the rule of a single list, starting with the numeral 1, regardless of being a map, drawing, digital graph (statistical chart) or picture. **Summing up, irrespective of the type (chart, drawing, map, picture), all elements must be named “figure” and yield continuous numeration.**

Title page should include: name and surname of the author, his/her affiliation, title of the article. Furthermore, an abstract not exceeding 150 words, containing the list of 5-6 keywords, should also be submitted.

All manuscripts should be written in Polish, English or German, exclusively.

Submitted manuscripts are first examined by the Editor of the *Report*. Once positively assessed, they are sent to reviewers.

Proofreading

After the proofreading is complete, authors will receive their articles as an PDF format file via e-mail. At this stage, only technical and subject-related things can be corrected.

Once again, authors are requested to submit their materials in the separate files, containing:

- 1) main text,
- 2) list of works cited,
- 3) summary,
- 4) abstract (max. 150 words) with the keywords (5-6),
- 5) captions for figures,
- 6) author's name and surname, full name of the institution, correspondence address, e-mail.
- 7) Figures (JPG or TIF), numbered: Fig_1, Fig_2, etc.

Names of particular files should include the surname of the author/authors or a keyword (e.g. name of the site), which would allow identifying the content, for instance: *Smith Jones text.doc*; *Smith Jones list of works cited.doc*; *Smith Jones summary.doc*; *Smith Jones captions for figures*; *Smith Jones data*, etc. Figures should be attached in the separate folder, e.g. *Smith Jones figures*.

It is recommended not to include any insignificant pictures or not connected with the article's content (e.g. pictures of ground features which remain functionally undifferentiated).

All figures should be cited inside the article's content, with the numeration corresponding the sequence they are being adduced to. In case the author adduces to his/her own figures, the abbreviation should begin with the capital letter, followed by the colon mark, e.g. Fig 7:3.

Harvard referencing system should be applied.

Examples of listing:

1. books:

Czekaj-Zastawny A. 2008. *Osadnictwo społeczności kultury ceramiki wstęgowej rytej w dorzeczu górnej Wisły*. Kraków.

(Czekaj-Zastawny 2008)

2. book edited by:

Kobyliński Z. (red.) 1999. *Krajobraz archeologiczny. Ochrona zabytków archeologicznych jako form krajobrazu kulturowego*. Warszawa.

(Kobyliński 1999)

3. books published in series:

Howell J. M. 1983. *Settlement and Economy in Neolithic Northern France* (= *British Archaeological Reports. International Series 157*). Oxford.

(Howell 1983)

4. articles published in series and edited by:

Czerniak L., Golański A., Józwiak B., Kadrow S., Rozen J., Rzepecki S. 2006. Sprawozdanie z archeologicznych badań wykopaliskowych przeprowadzonych w latach 2003-2004 na stanowiskach 3, 12-15 i 34 w Targowisku, gm. Kłaj, woj. Małopolskie. W: Z. Bukowski, M. Gierlach (red.), *Raport 2003-2004. Wstępne wyniki konserwatorskich badań archeologicznych w strefie budowy autostrad w Polsce za lata 2003-2004* (= *Zeszyty Ośrodka Ochrony Dziedzictwa Archeologicznego (d. Zeszyty ORBA). Seria B: Materiały Archeologiczne*). Warszawa, 541-554.

(Czerniak *et al.* 2006)

5. articles published in multi-volume series and edited by:

Kulczycka-Leciejewiczowa A. 1979. Pierwsze społeczeństwa rolnicze na ziemiach polskich. Kultury kręgu naddunajskiego. W: W. Hensel, T. Wiślański (red.), *Prahistoria ziem polskich 2. Neolit*. Wrocław, 19-164.

(Kulczycka-Leciejewiczowa 1979)

6. single chapter of an author published within the book written by more than two authors:

Kozłowski J. K. 1998. Neolityzacja Europy: pojawienie się rolnictwa i hodowli. W: P. Kaczanowski, J. K. Kozłowski, *Najdawniejsze dzieje ziem polskich (do VII w.) (= Wielka Historia Polski 1)*. Kraków, 99-114.

(Kozłowski 1998)

7. article published in scientific journal:

Godłowska M., Kozłowski J. K., Starkel L., Wasylkowa K. 1987. Neolithic settlement at Pleszów and changes in the natural environment in the Vistula valley. *Przegląd Archeologiczny* 34, 133-159.

(Godłowska *et al.* 1987)

8. unpublished typescript:

Pyzel J. 2006. *Spółczności kultury ceramiki wstępowej rytej na Kujawach* (nie publikowana praca doktorska w archiwum IAE PAN w Warszawie). Warszawa.

(Pyzel 2006)

9. article published online:

Krause R. 1999. *An enclosed Bandkeramik village and cemetery from the 6th millennium BC near Vaihingen/Enz*. http://helena.s.bawue.de/~wmwerner/grabung/vaih99_e.html (view dated 10.04.2014).

(Krause 1999)

10. citation of cartographic data source:

Mappa szczególna 1785. *Mappa szczególna województwa brzeskiego, kujawskiego i inowrocławskiego zrzędzona z innych wielu miejscowych, tak dawniej jak i świeżo odrysowanych, tudzież gościńcowych i niewątpliwych wiadomości przez Karola de Perthes*, Archiwum Główne Akt Dawnych, Kartografia, Zb. S.A. 108, teka 5.

(Mappa szczególna 1785)

11. citation of the written source:

Flawiusz, J. 1962. *Dawne dzieje Izraela*, tłum. Z. Kubiak i J. Radożycki. Poznań.

(Flawiusz 1962)

12. citation of the written source when the author is listed as unknown:

Besondere Merkwürdigkeiten 1758. *Besondere Merkwürdigkeiten und Anekdoten aus Neudam in der Neumark und der herumliegenden Gegend von der unglücksvollen Gegenwart der Rußisch-Kaiserlichen Armee*, Salzwedel.

(Besondere Merkwürdigkeiten 1785)

In case of publications issued in foreign language the original spelling must be retained.

Citation examples

In the last decade, there have been numerous discoveries of sites strongly connected with Mycenaean culture and recognized within the territories of Albania, Dalmatia and Istria (Teržan *et al.* 1999; Hänsel, Teržan 2000; Hänsel 2003, 124-127; ryc. 3, 5; Krause 2008, 79-82). Their origins being dated back as early as to A2 period, acc. to Reinecke (Hänsel 2003, 128) and deeply rooted in local cultural traditions, significantly diminish the “steppe option”, when considering the genesis of the Mycenaean culture

{Teržan *et al.* 1999; this type of citation is used when the work was compiled by three or more authors - Teržan B., Mihovilić K., Hänsel B. 1999. Eine protourbane Siedlung der älteren Bronzezeit im istrischen Karst. *Praehistorische Zeitschrift* 74, 154-193 }